

Corrective Action Form

Agency: California Air Resources Board

Audit Date: Summer 2011

Finding Number: General 3

Finding:
[Previous Finding Major Finding 6] While progress has been made on updating the California Air Resources Board Quality Assurance Manual with a Quality Management Plan and Quality Assurance Project Plan or equivalent documents, the process is behind schedule.
Description of the Problem:
The California Air Resources Board Quality Assurance Manual was regularly updated until 2007. Based on the Environmental Protection Agency's Technical System Audit finding in 2007, California Air Resources Board agreed to update or replace the Quality Assurance Manual with a document that conformed to the requirements of the Environmental Protection Agency Quality Assurance system. In order for the California Air Resources Board's system to be up-to-date, complete, and useful, current quality assurance planning documents are needed. In addition, Quality Assurance Project Plans/Standard Operating Procedures should be revised when standards or instruments change.
Actions Taken or Planned to Correct the Cause:
The California Air Resources Board has taken steps to address the finding by: 1. The California Air Resources Board submitted the combined Quality Management Plan / Quality Assurance Project Plan to the Environmental Protection Agency in August 2012. It was returned to the California Air Resources Board in November 2012 and is currently being edited based on feedback from the Environmental Protection Agency. Once the document is finalized, it will be distributed for use. 2. The California Air Resources Board is working to establish a schedule for revision of quality management documents (Quality Management Plans, Quality Assurance Project Plans and Standard Operating Procedures). The scheduled will be specified in the California Air Resources Board Quality Management Plan. The Monitoring and Laboratory Division's Quality Management Section will be responsible for facilitating the updates of the documents. 3. The California Air Resources Board distributed a quality assurance activities survey to determine that status of quality management documents used by Districts within the Primary Quality Assurance Organization. Survey will be re-distributed every two years to ensure the current status of documents. 4. The California Air Resources Board will maintain a repository table of finalized California Air Resources Board and District quality management documents on the Primary Quality Assurance Organization web page. Documents will be continually updated by the California Air Resources Board and District staff as procedures and equipment change. 5. Status of quality management documents will be reviewed as part of the California Air Resources Board's Technical System Audit process.

Finding Number: G3

Timetable for Above Actions	Point-of-Contact for Corrective Action
1. Finalize the Quality Management Plan June 2013 2. Schedule for updating Quality Management documents will be established by the end of March 2013 and included in the final Quality Management Plan 3. Completed surveys are to be returned to the California Air Resources Board by December 2012. District action plans will be developed by March 2013 4. Quality Management document repository table will be put online in 2013 and continually updated.	Mike Miguel-Chief Quality Management Branch.

Prepared by: Darsi Goto

Date: 11/16/12

[This section to be filled out by the Environmental Protection Agency]

Plan to Address Finding

Reviewed by:

Date:

Plan to address finding approved?

Remarks:

Corrective Action Completed

Reviewed by:

Date:

Was the finding adequately addressed to close the finding?

Remarks: